INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)
USER GUIDE

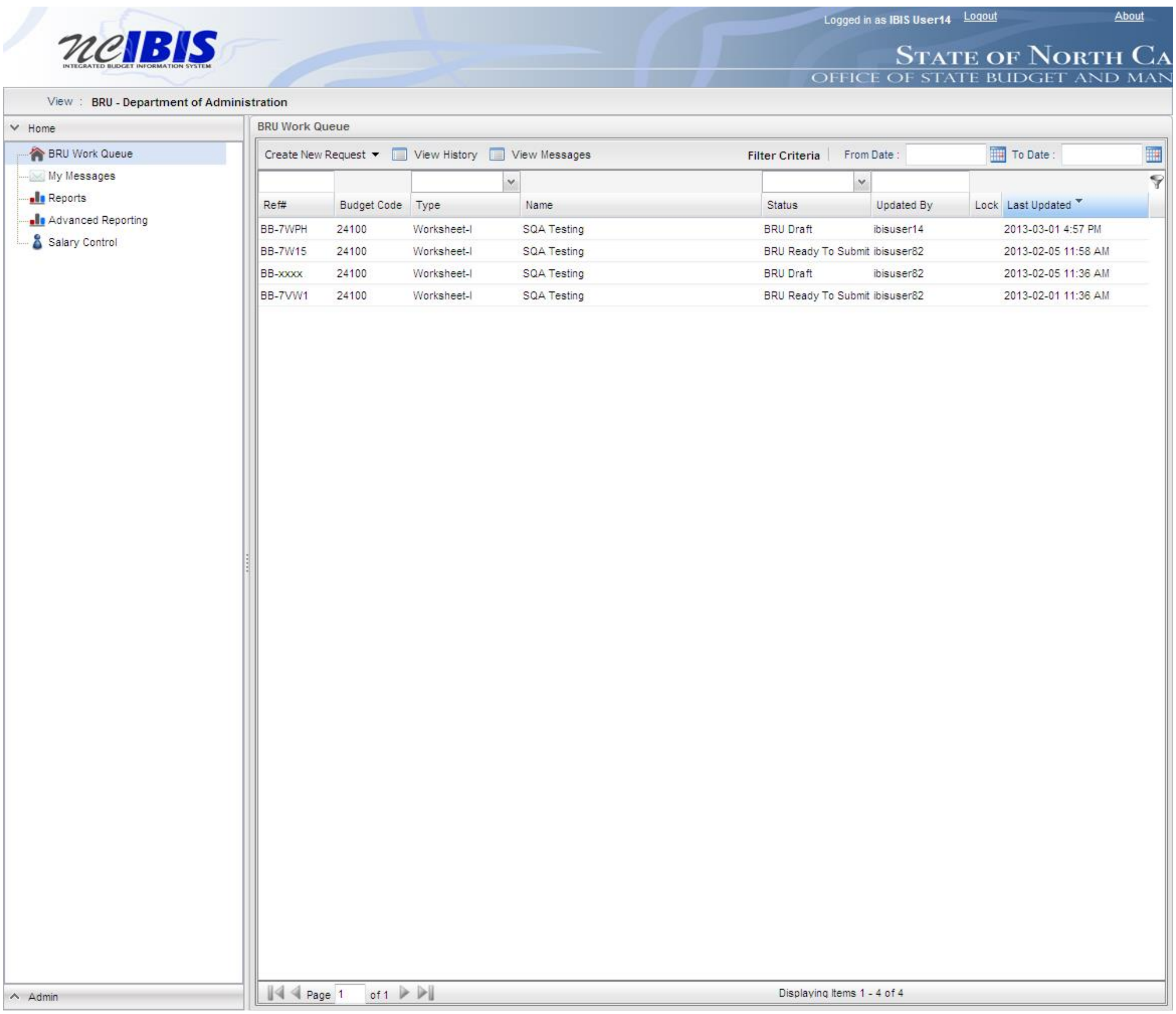
BUDGET REVISION – CAPITAL FORM

PREFACE

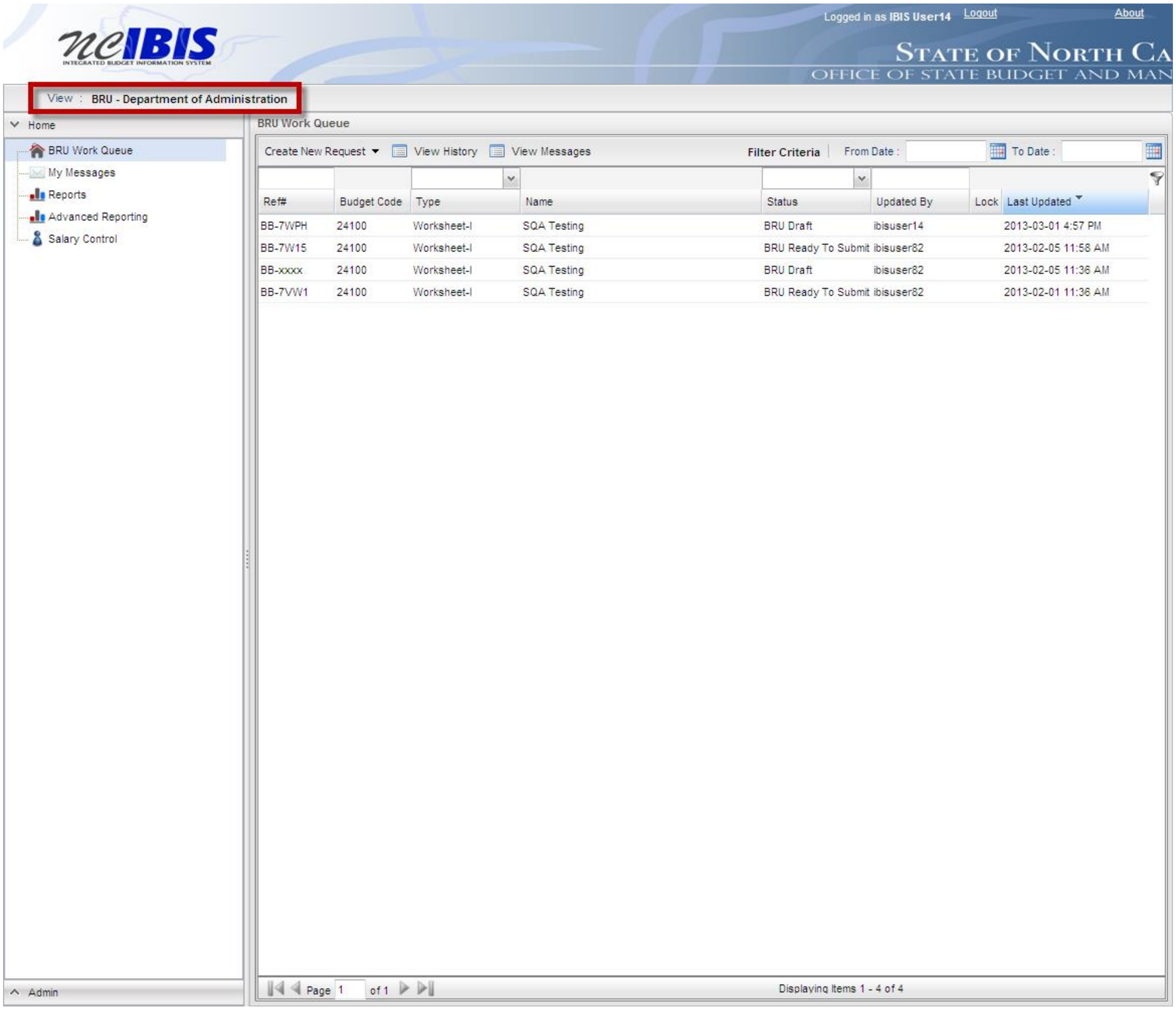
This training guide describes how to use IBIS to complete a budget revision capital form. For policy guidance regarding budget revisions, please consult the State Budget Manual.

BUDGET REVISION- CAPITAL

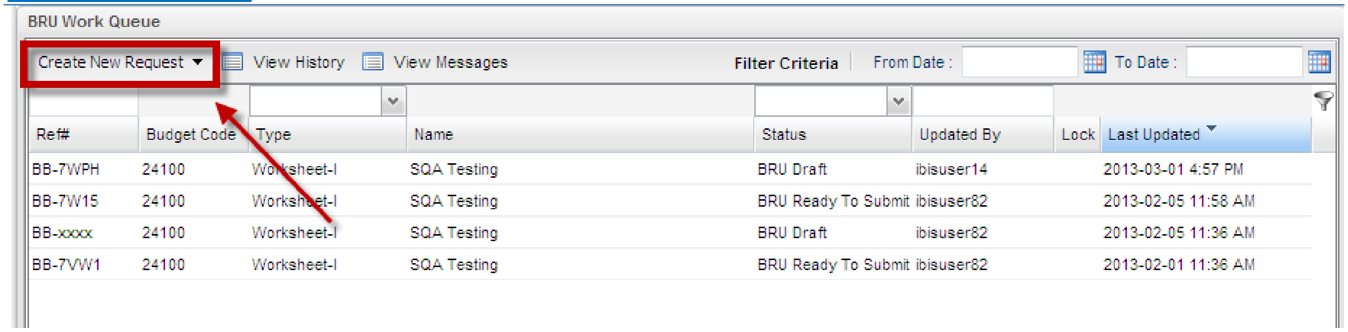
Once you have successfully logged in, you should see the above BRU Work Queue Page as shown below. This could also be an Agency Work Queue or OSBM Work Queue page depending on log-in credentials.



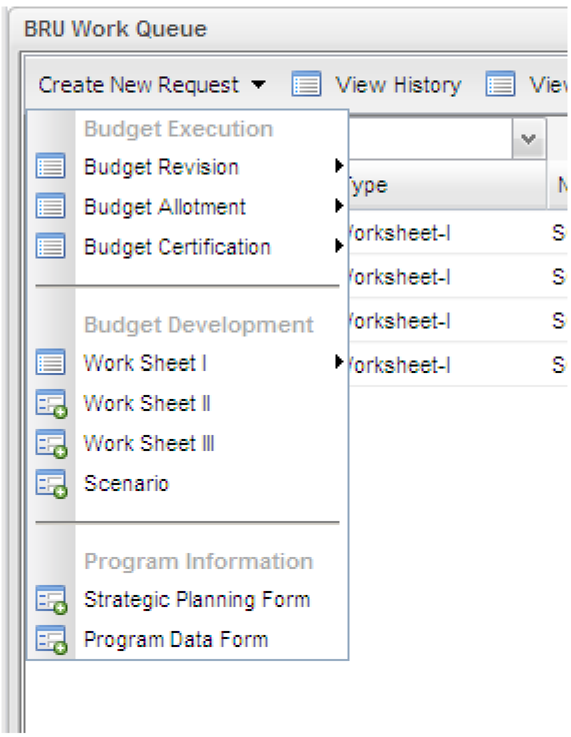
Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU. If you have access to multiple departments and/or agencies, those you have access to will appear in a drop-down list in this field for you to select from. In the example below, the user is logged in as the Department of Administration.



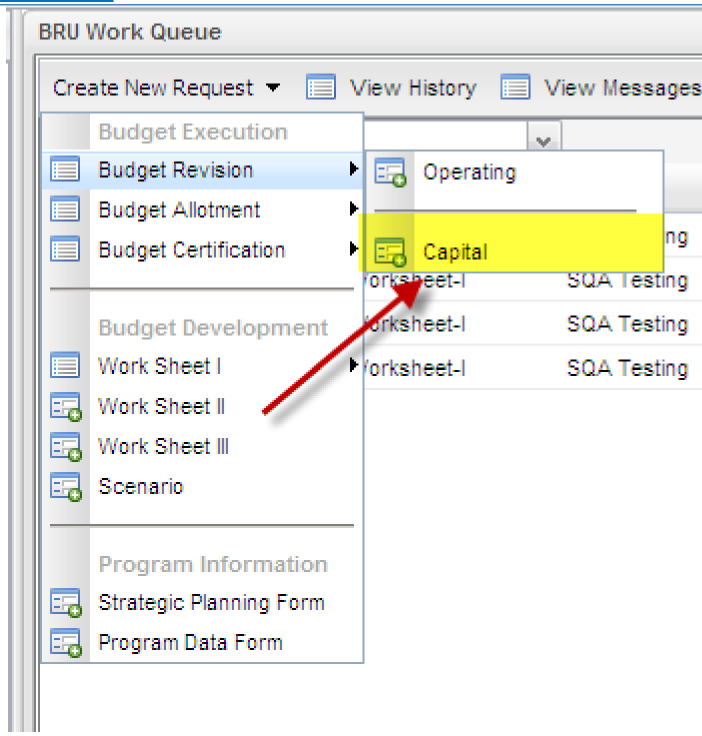
To create a new budget revision form, click on the Create New Request dropdown list in the middle of the screen.



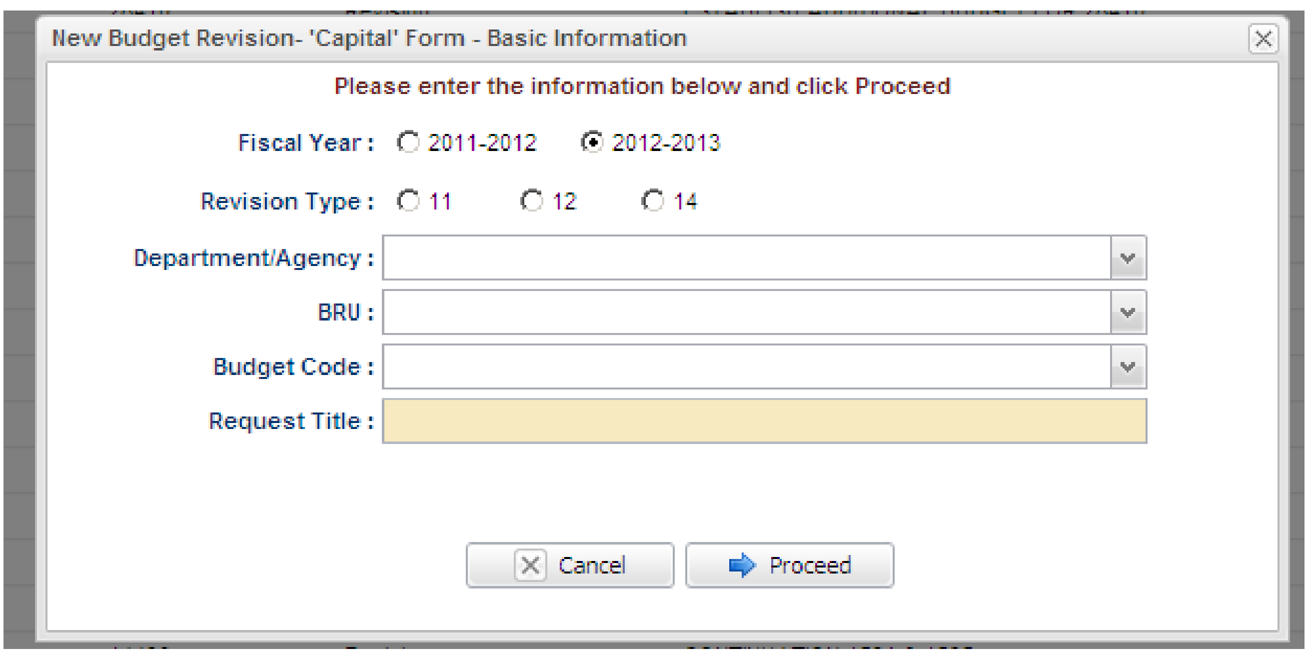
When you click on ‘Create New Request’, the drop-down will display the following.



Click on the Budget Revision – Capital option on the menu.



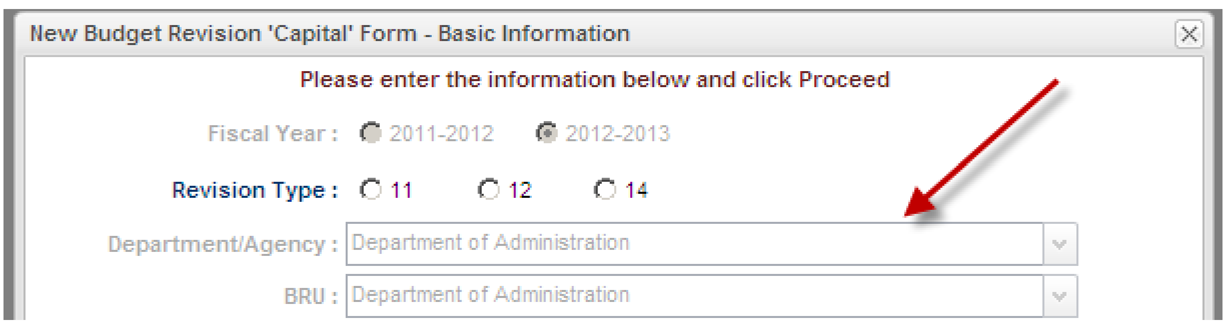
After clicking the operating option, a New Capital Revision Form – Basic Information window will appear as shown in the following screenshot.



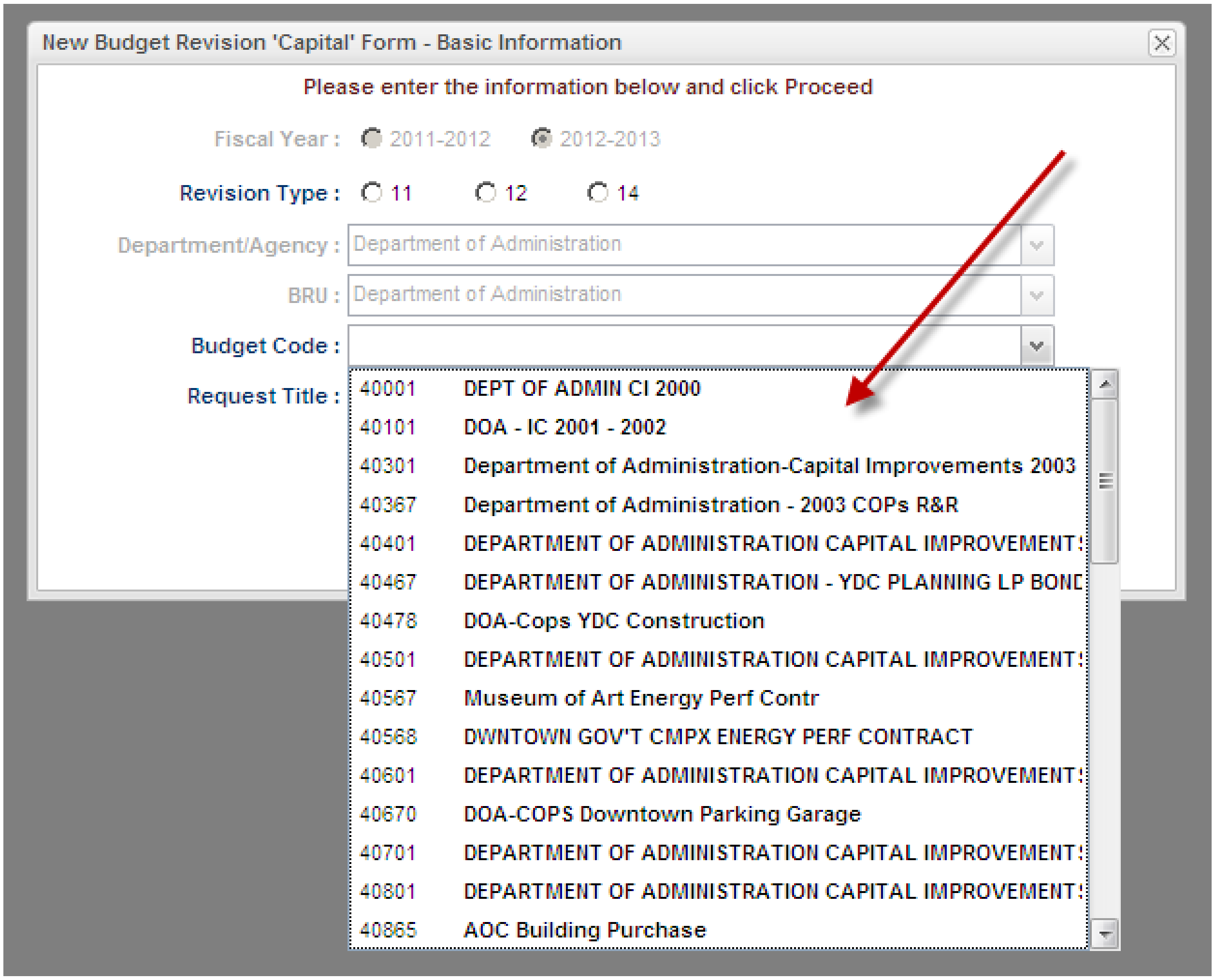
The first field allows you to select the Fiscal Year that is involved in the proposed budget revision. Click on the radio button next to the appropriate fiscal year. Only one year may be selected at a time.

The next field allows you to select the revision type. Click the radio button next to the appropriate revision type. Note that the form allows a user to change between an 11 and 12 but will not allow a type 14 to be changed because it can be approved internally by an agency or BRU user.

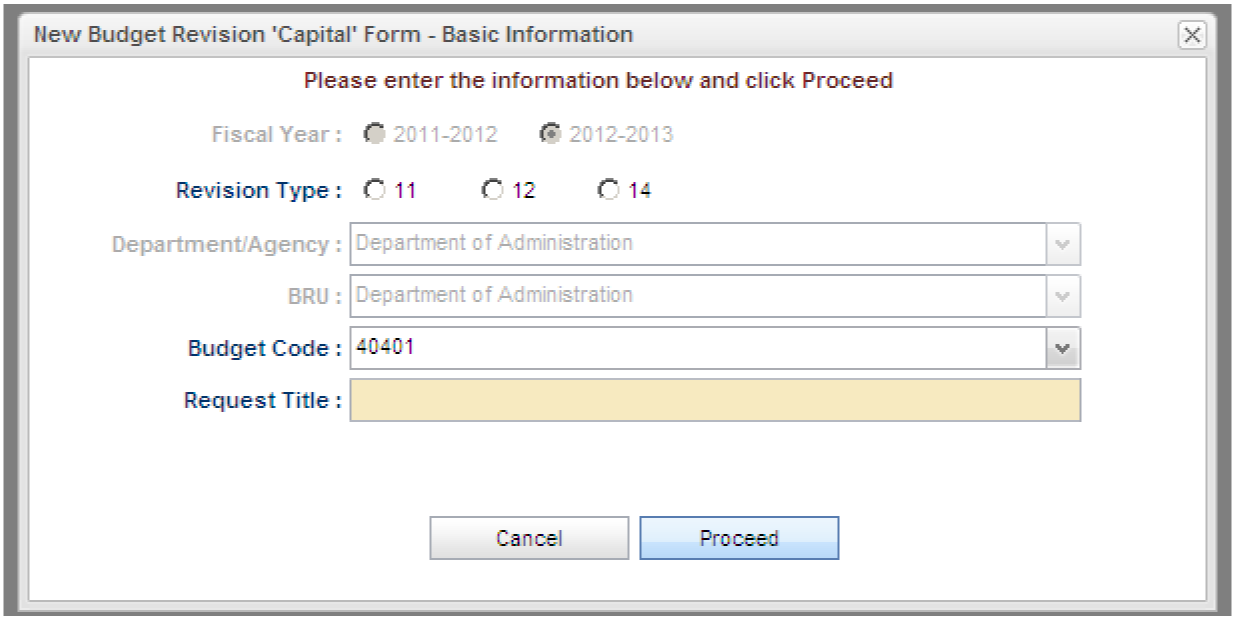
Note the next two fields labeled Department/Agency and BRU. In most cases, access will be restricted to a single department/agency so it will default to your Department/Agency and BRU. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.



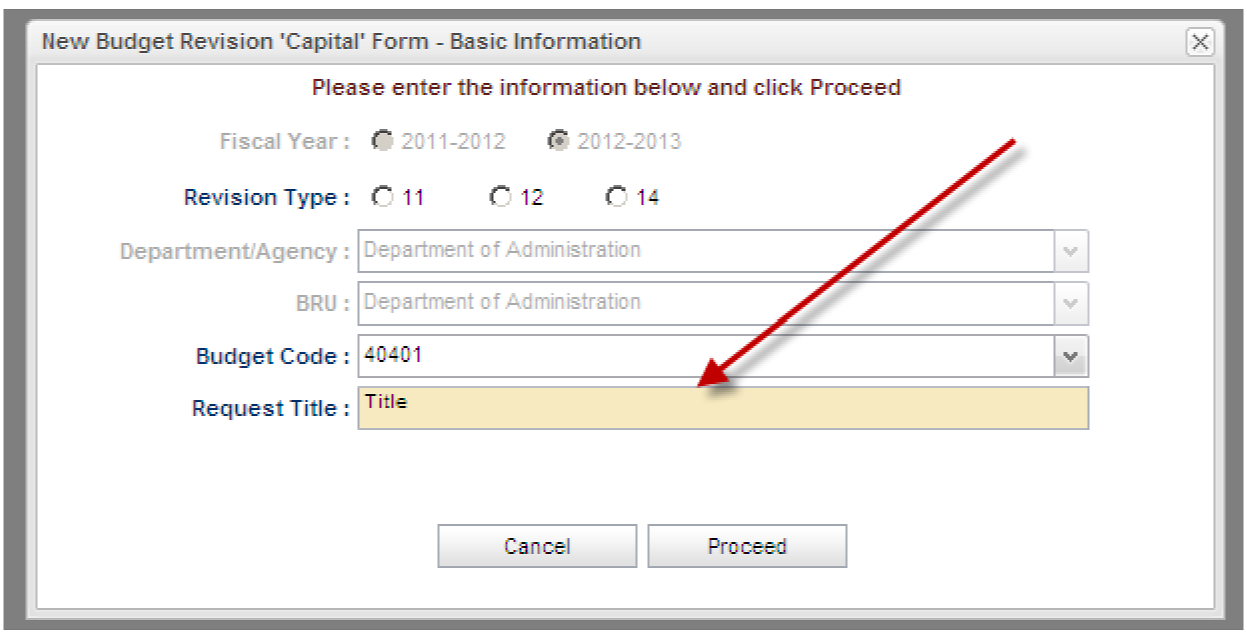
Click on the dropdown arrow for the Budget Code field. This will display a list of valid Capital Budget Codes for the selected Department/Agency and BRU.



Use the pointer to select the appropriate Budget Code from the list. Once selected, the field becomes populated with the Budget Code selected and the Budget Code list disappears.

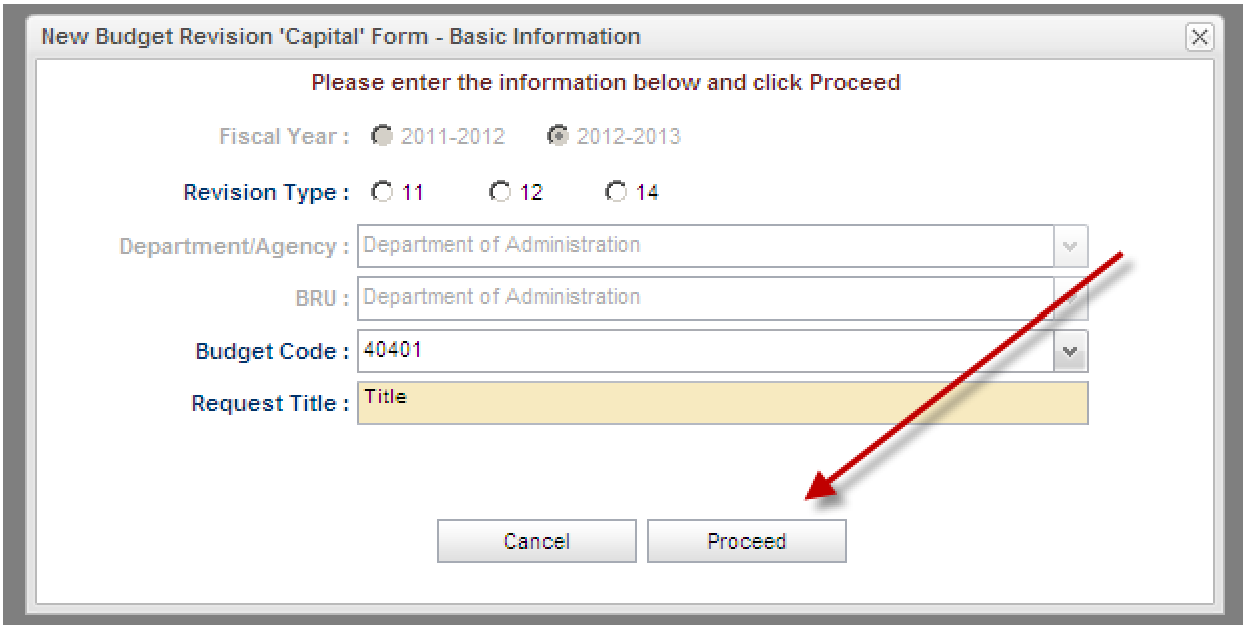


Click in the Request Title field. A flashing cursor will appear in the field. Type a title for the budget revision. As you type, the title will appear in the field as shown below.

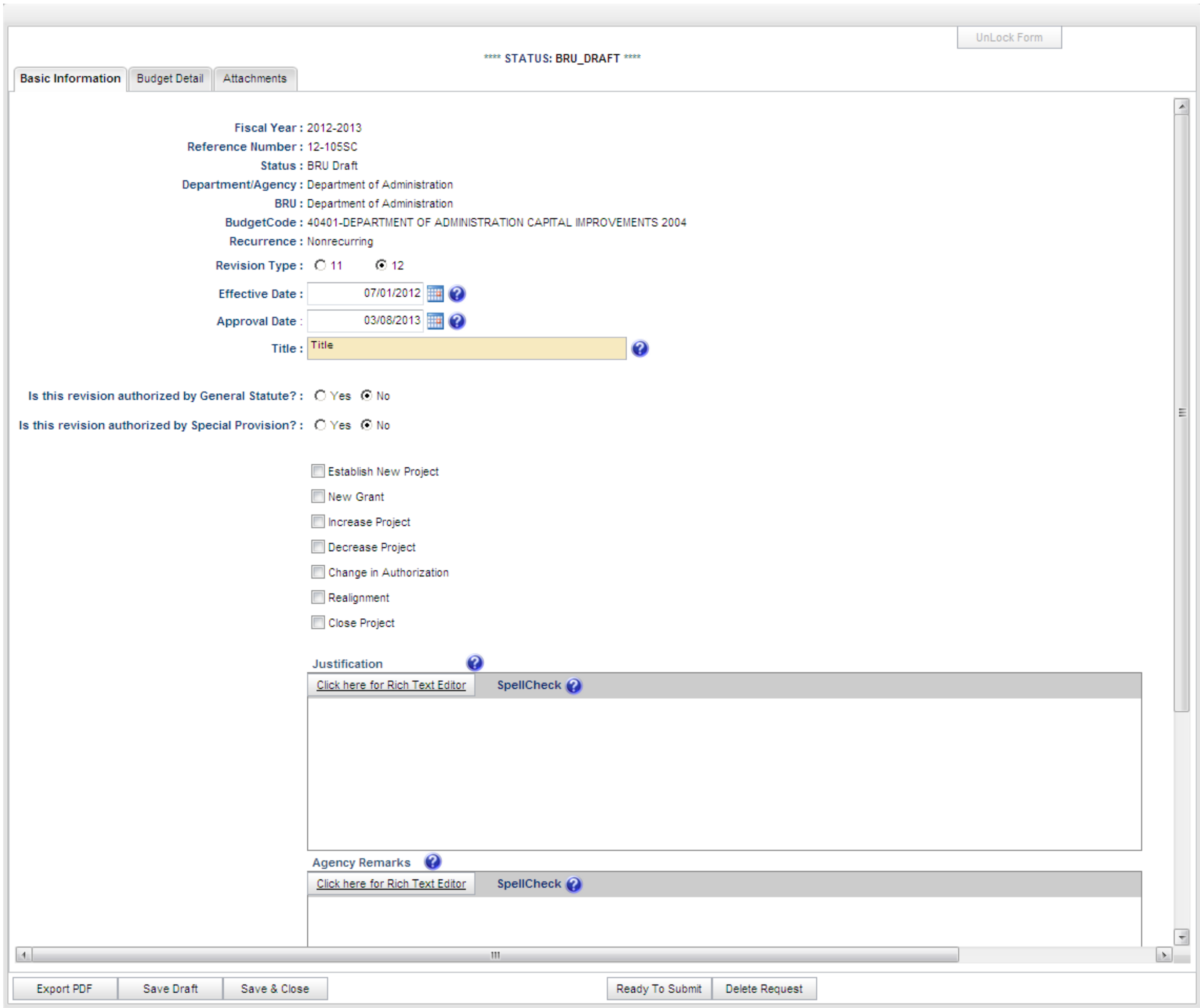


Clicking on the Cancel button will close the window. Nothing will be saved and the Work Queue will reappear. If there is no need to cancel the form, bypass this step.

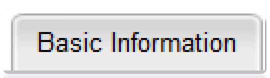
If instead of canceling in the prior step and the entries are satisfactory, click on the Proceed button.



A Budget Revision Capital form will open as shown below. Note: The form's three tabs (Basic Information, Budget Detail, and Attachments) will appear in the upper left corner of the screen.



Note: This section will only address the first two tabs. The Attachments tab's functionality is addressed in a different user guide that is available on the IBIS website.



The Basic Information screen comes to the forefront since it is the default tab when creating a new or opening an existing form.

Verify the information is displayed correctly in the following non-editable fields highlighted in the screenshot above – biennium, fiscal year, reference number, status, department/agency, BRU, and budget code.

Fiscal Year: The form will show the Fiscal Year selected in the initiation window.

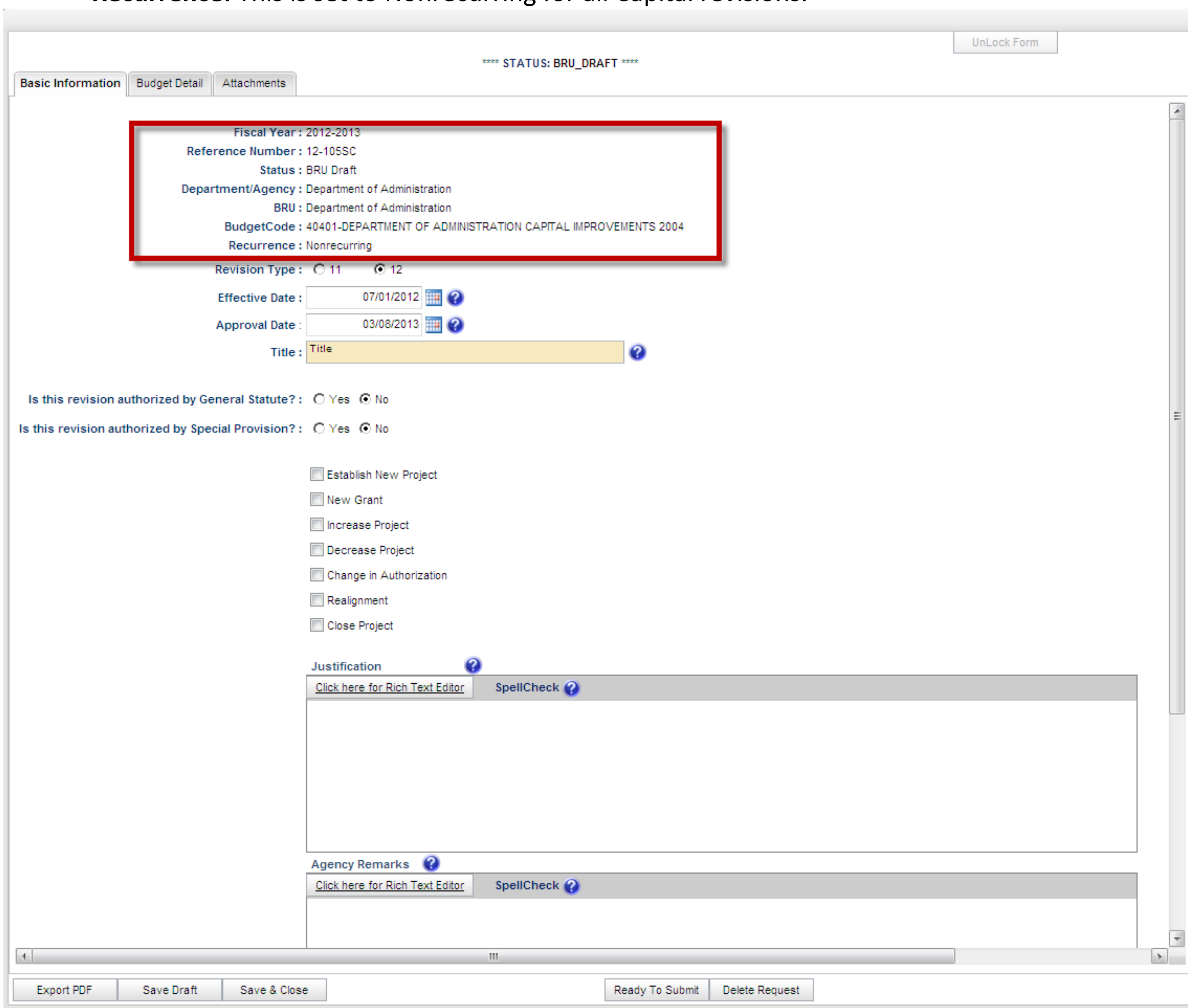
Reference Number: The form will show a reference number that begins with the revision type selected when the form was created (11, 12, or 14) followed by four system generated digits.

Department/Agency: The Department/Agency that is associated with your IBIS ID.

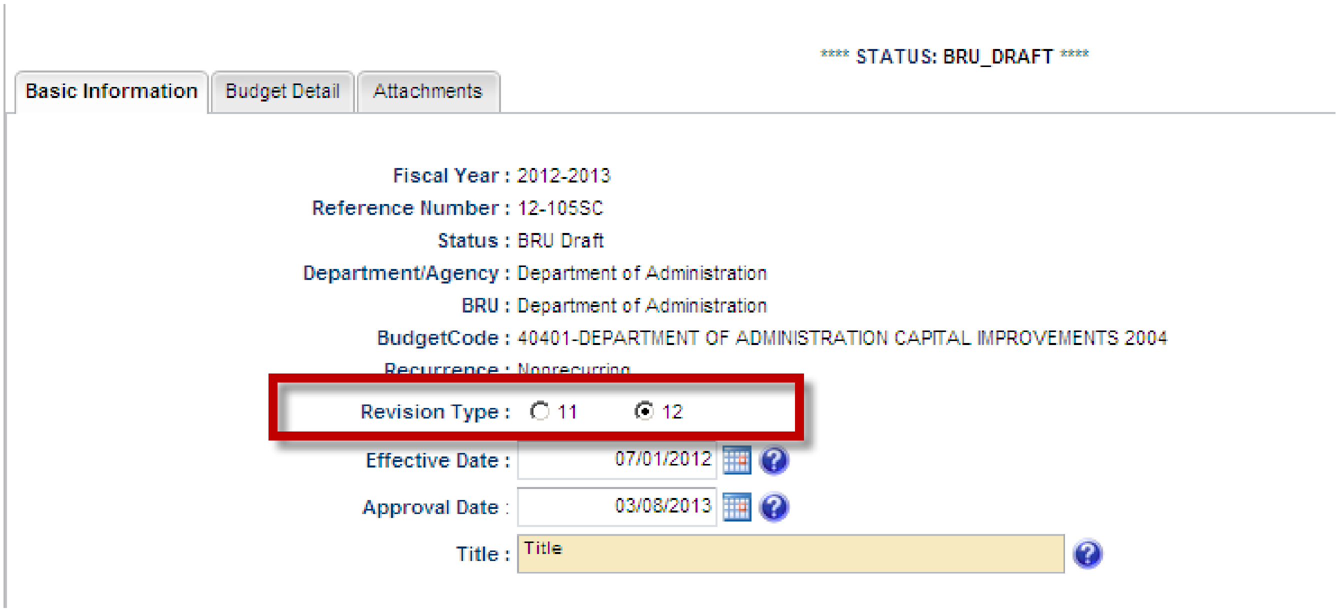
BRU: The BRU associated with your IBIS ID and selected in the initiation window.

Budget Code: The Budget Code selected in the initiation window.

Recurrence: This is set to Nonrecurring for all Capital revisions.

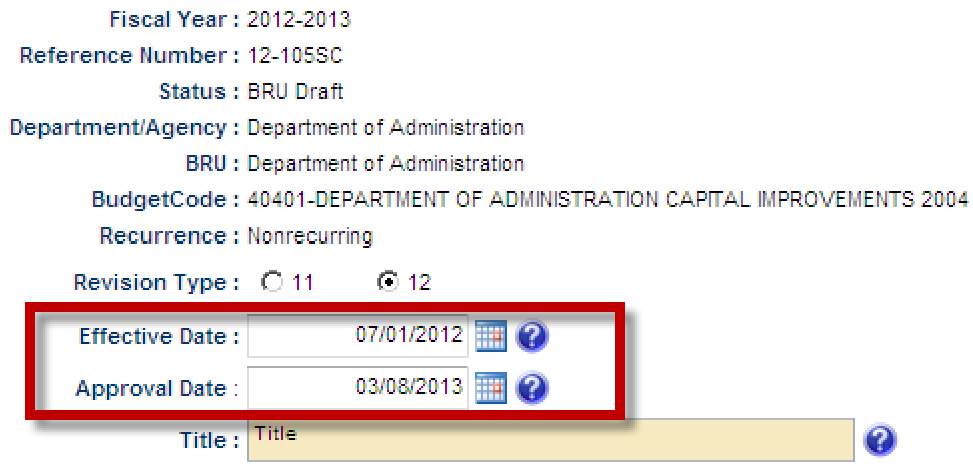


Review the selection for the revision type field as highlighted below. The form should show the revision type selected when the form was created. The revision type may be changed between an 11 and 12 when either of those types is created. A type 14 cannot be changed to a different type.

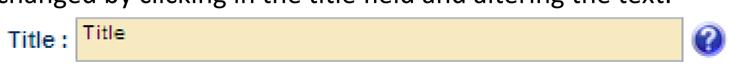

**** STATUS: BRU_DRAFT ****
Basic Information | Budget Detail | Attachments
Fiscal Year : 2012-2013
Reference Number : 12-105SC
Status : BRU Draft
Department/Agency : Department of Administration
BRU : Department of Administration
BudgetCode : 40401-DEPARTMENT OF ADMINISTRATION CAPITAL IMPROVEMENTS 2004
Recurrence : Nonrecurring
Revision Type : 11 12
Effective Date : 07/01/2012
Approval Date : 03/08/2013
Title : Title

View the Effective and Approval Date fields, which are highlighted below. The Effective Date can be changed by typing in a new date into the field or by selecting a date from calendar after the icon is clicked. The Effective Date defaults to July 1.

The Approval Date will be inactive for type 11s and 12s at the BRU and Agency levels and active for OSBM because approval authority resides at that level. For type 14 budget revisions, this will be an active field for BRUs and Agencies and an approval date is required to be selected prior to approval.

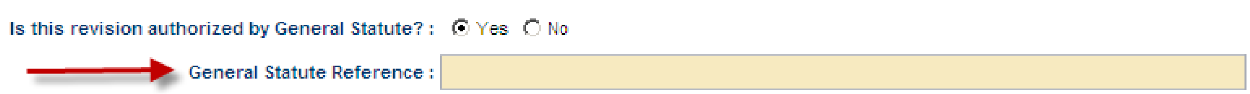


If necessary, the title can be changed by clicking in the title field and altering the text.



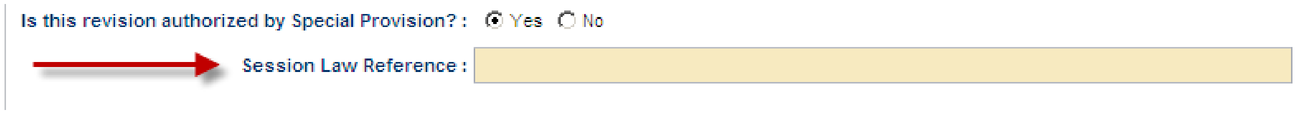
The form defaults to a "no" answer to the question, "Is this revision authorized by General Statute?"

If appropriate, select "Yes." If yes is selected, the form creates a required text field where the General Statute reference will be entered.

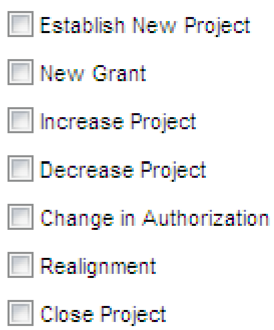


The form defaults to a "No" answer to the question, "Is this revision authorized by Special Provision?"

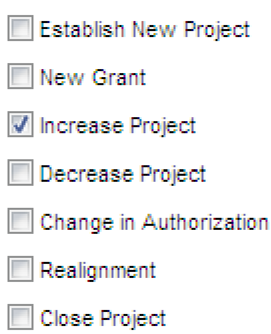
If appropriate, select “Yes.” If yes is selected, the form creates a required text field where the Session Law reference will be entered.



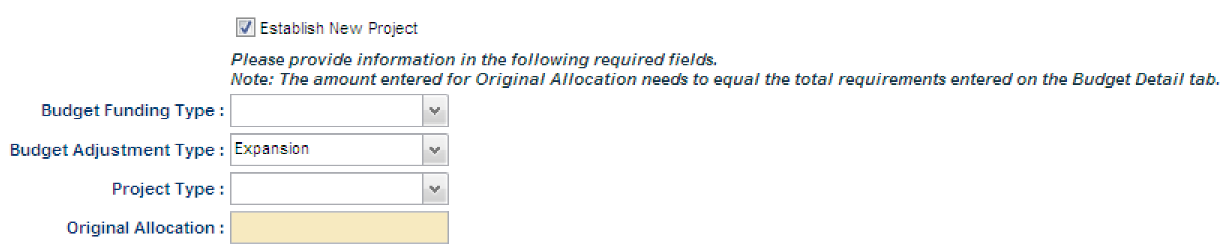
Review the budget revision categories, which are shown below.



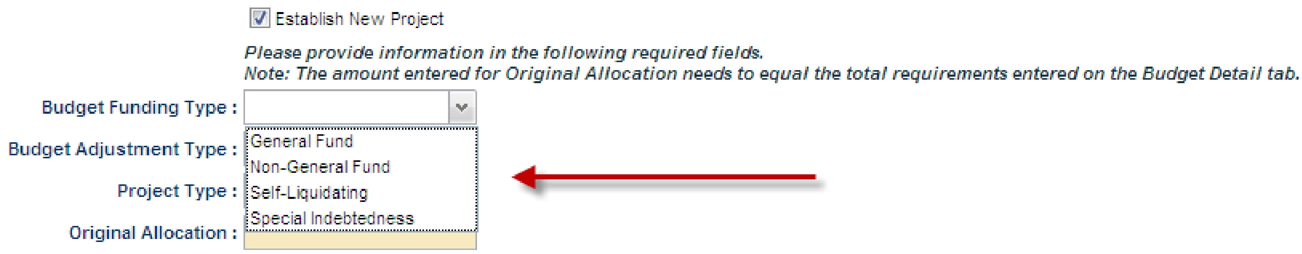
Check the category that pertains to your budget revision. (Increase Project was selected in the example below.)



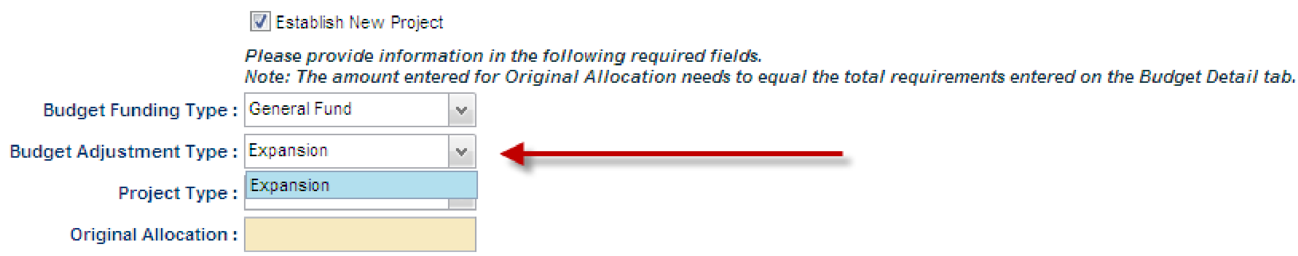
Note: Checking “New Project” will display additional dropdowns to collect additional information as shown below.



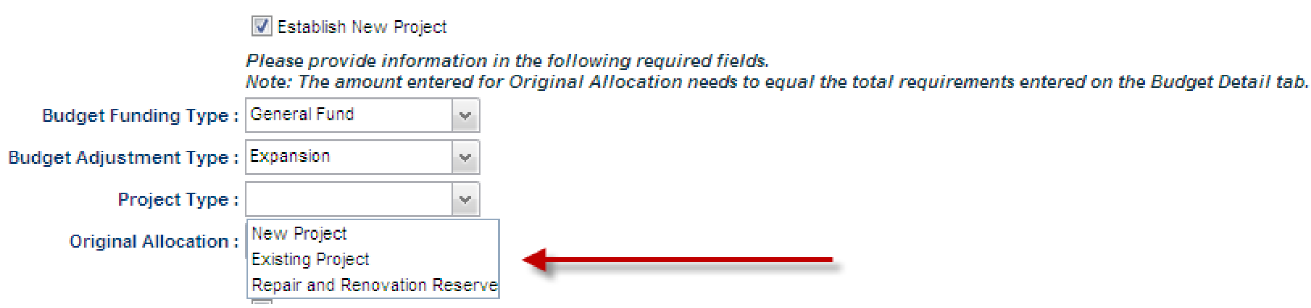
Clicking the dropdown for Budget Funding Type will display four options: General Fund, Non-General Fund, Self-Liquidating, and Special Indebtedness. Select the appropriate option.



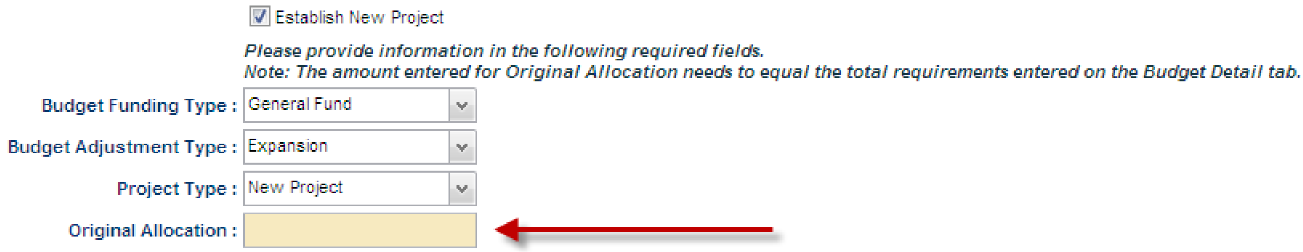
Clicking the dropdown for Budget Adjustment Type will display one option. Select the Expansion option.



Clicking the dropdown for Project Type will display three options: New Project, Existing, Repair and Renovation Reserve. Select the appropriate option.

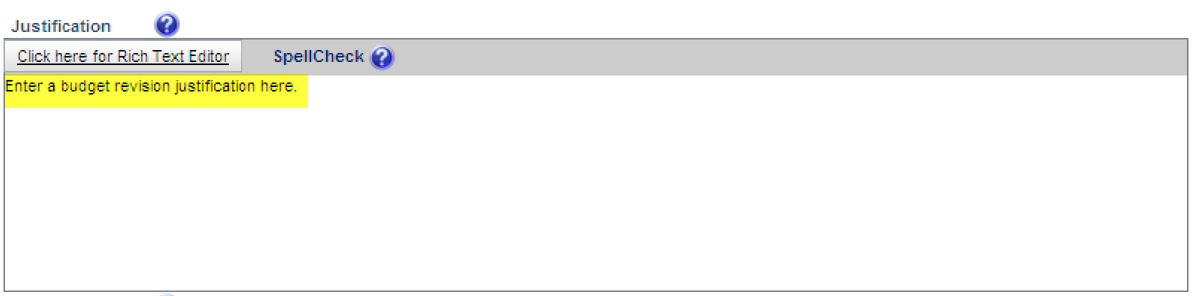


Clicking in the Original Allocation field will turn the background of the field to white, which indicates text can be entered. Type the appropriate amount in the field.



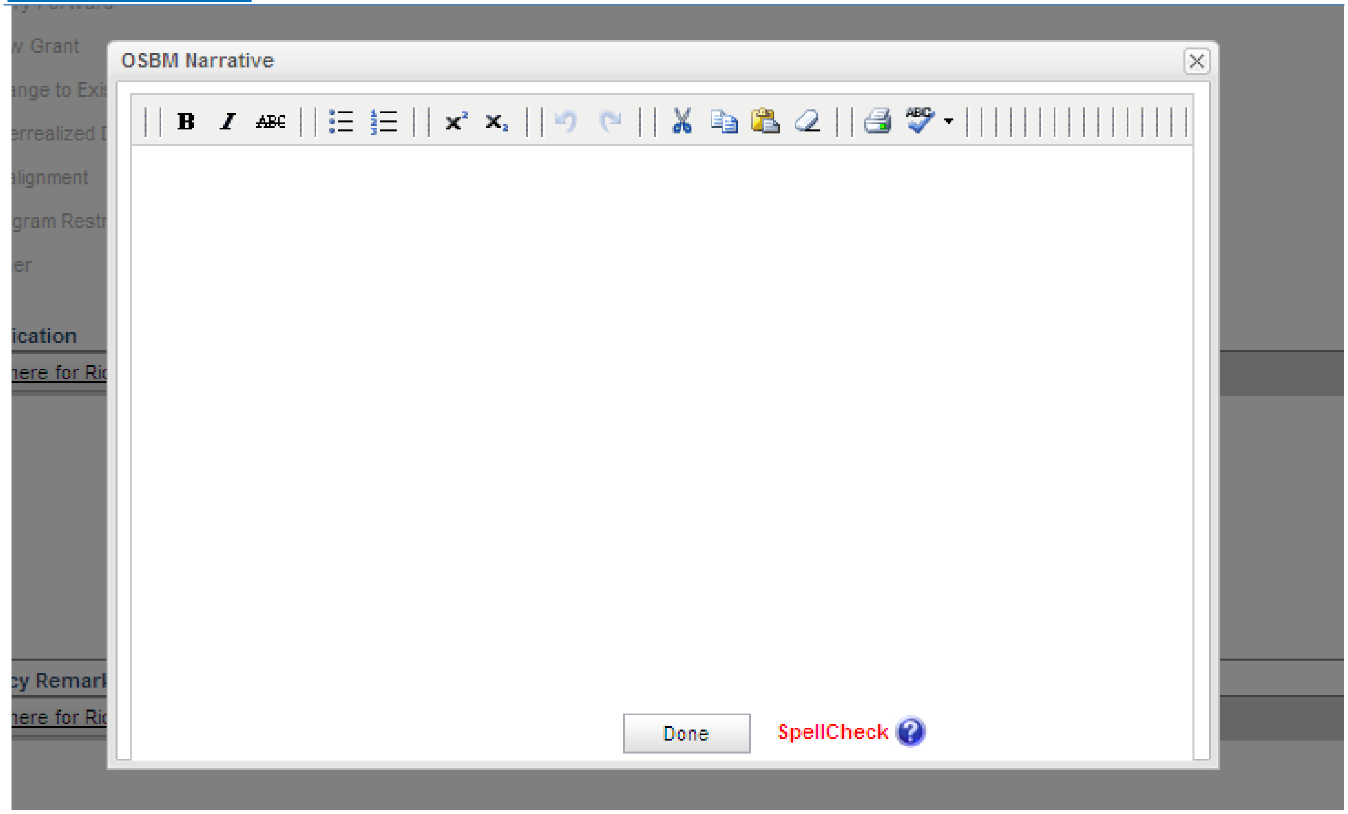
If Establishing New Project is not the correct choice, uncheck the box and these additional fields will disappear.

Click in the Justification box and enter an explanation of the budget revision within the field. This is a required field on the budget revision form.

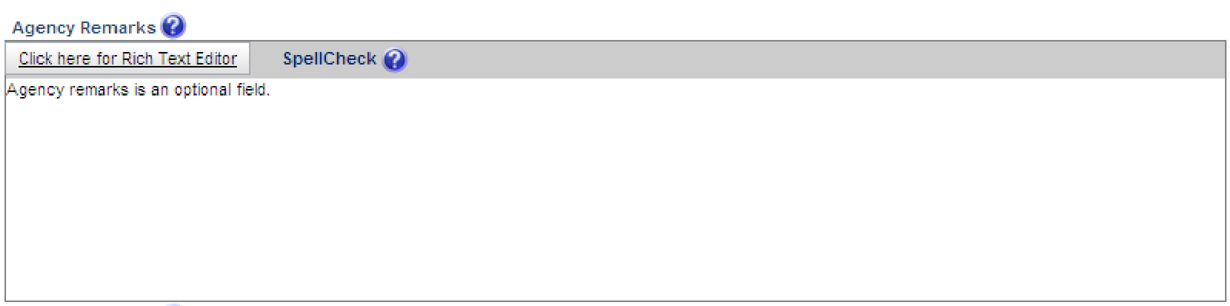


The Rich Text Editor can be clicked to format the text or to enter text.

By clicking the Rich Text Editor, a window will come up as shown below where text entered in the justification field can be edited or where a justification can be entered. Additional formatting options are available beyond those displayed on the screen by using shortcuts such as “Control + U”.

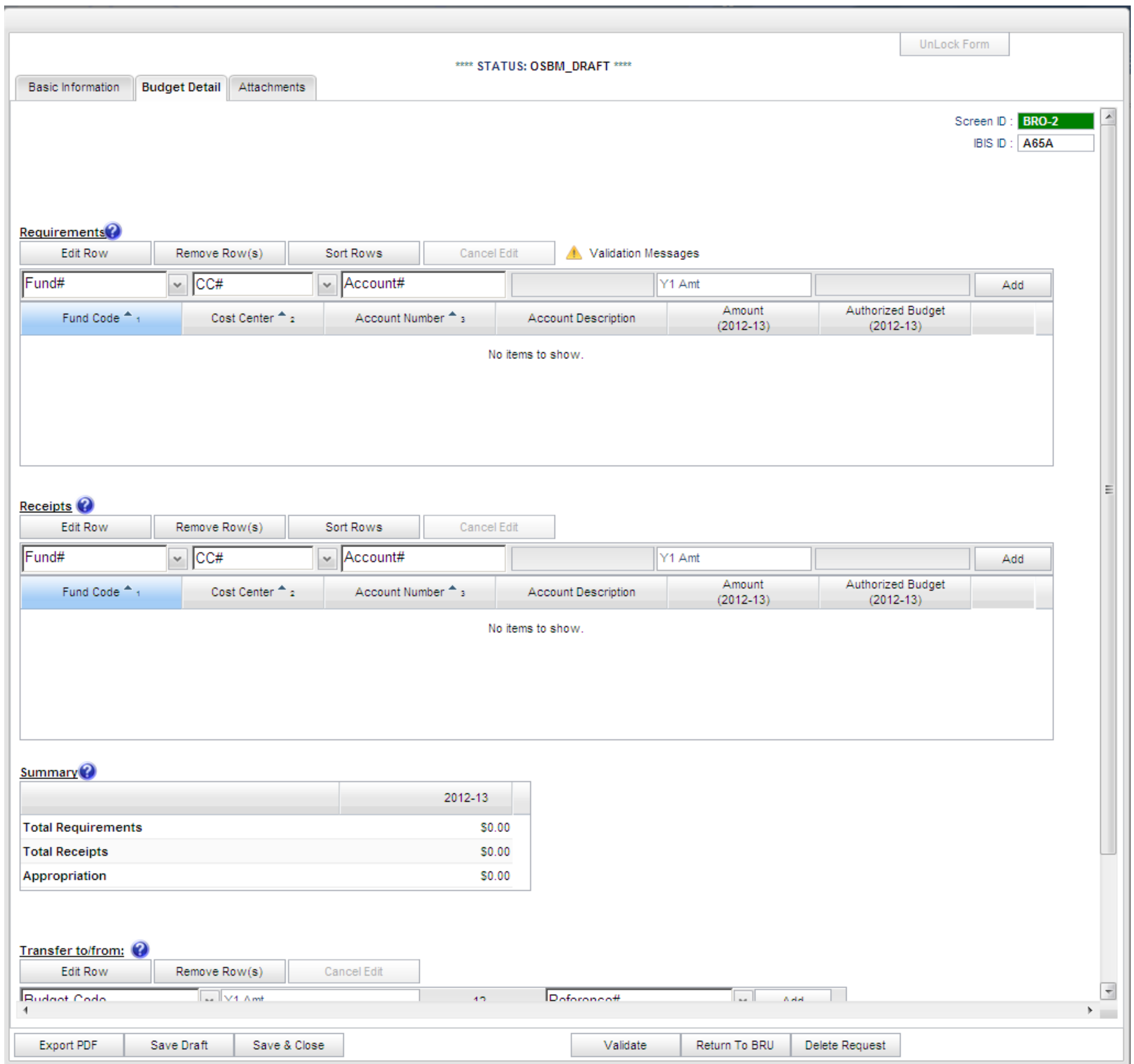


Click in the Agency Remarks box and enter text if desired. This is an optional field on the budget revision form. Agency remarks is only editable and seen by BRU or Agency users.



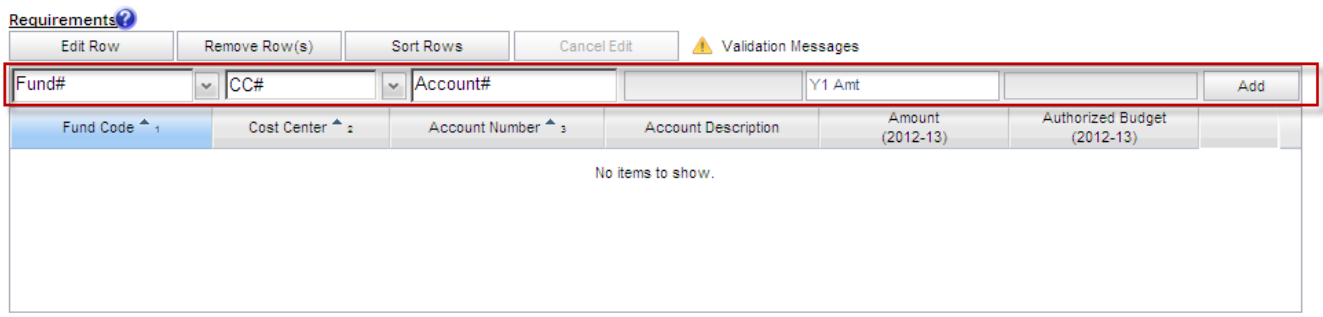
OSBM Remarks is enabled only for OSBM users and is an optional field. Once text is entered by OSBM, it can be viewed but not edited by Agency and BRU users.

Enter the appropriate information in the justification and remark fields and click on the Budget Detail tab. Once clicked, the Budget Detail tab will come to the forefront as shown below.

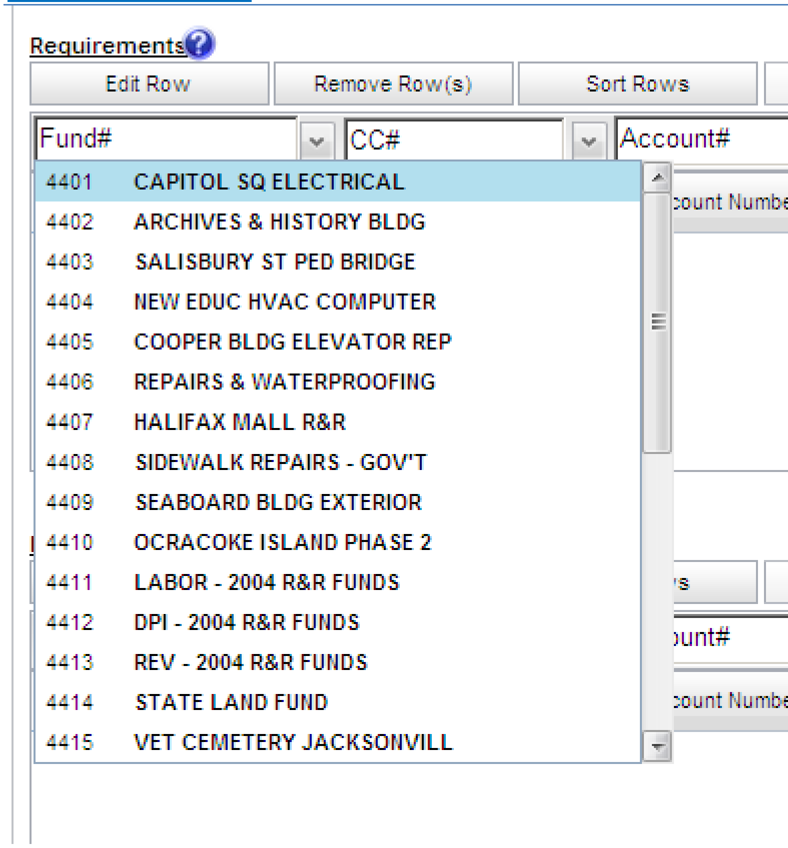


In the Requirements and Receipts sections, there are four buttons that appear first: Edit Row, Remove Row(s), Sort Rows and Cancel Edit. These functions are only utilized when rows have been entered into the form so the data entry function will be explained first. Then these buttons will be explained.

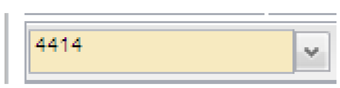
To add a row of data for a requirement on the budget revision form, focus on the data entry row directly below the buttons mentioned above. The fields in this row are editable, and when the end of the row is reached, the Add button will save this data so that another row can be entered.



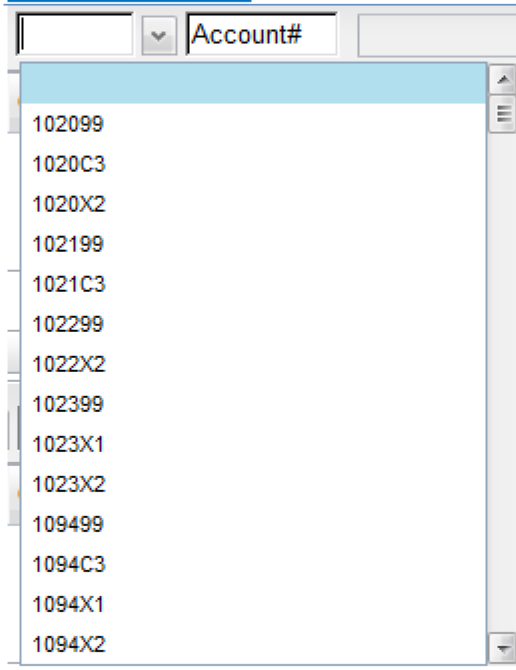
The Fund field contains a dropdown list that displays fund codes available for the budget code associated with the budget revision being created.



Select the fund from the list for the budget revision form being created. The selected fund will populate the field and the dropdown list will disappear. The fund code can also be typed in manually.

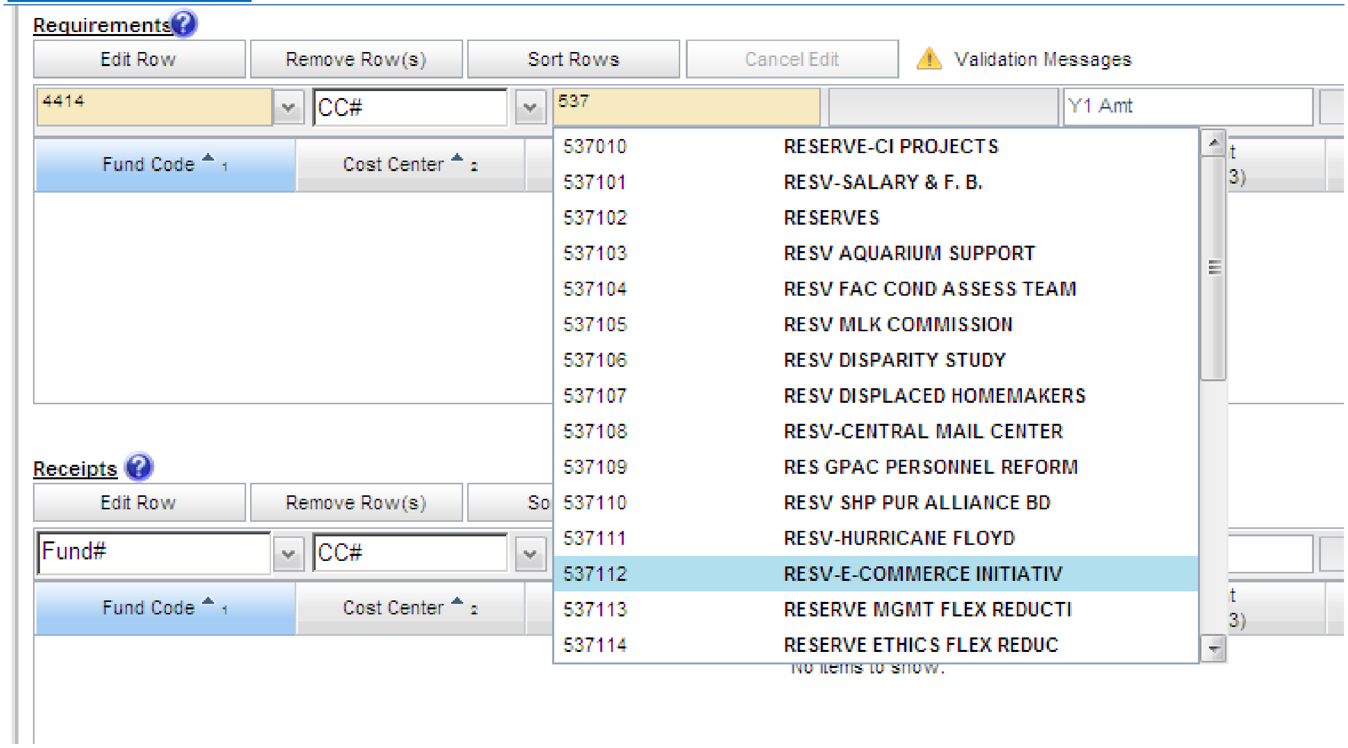


Cost Center is an optional field and the Cost Center dropdown list will only display values if the Department/Agency uses Cost Centers. This field can be bypassed if desired because the form defaults to a blank cost center as highlighted below.



If necessary, select the desired Cost Center from the dropdown list. It will populate the field and the dropdown list will disappear. The Cost Center can also be typed in manually.

The Account field will present a list of accounts once the user has entered three digits into the field as shown below. Accounts are numerous so the system allows you to narrow the list down by entering the first few digits, or the full account code can be entered manually in the field.



Select the desired account from the list or type in the account number manually. It will populate the field and the dropdown list will disappear. By selecting/entering the Account number, the associated Account description will also populate the adjacent field.

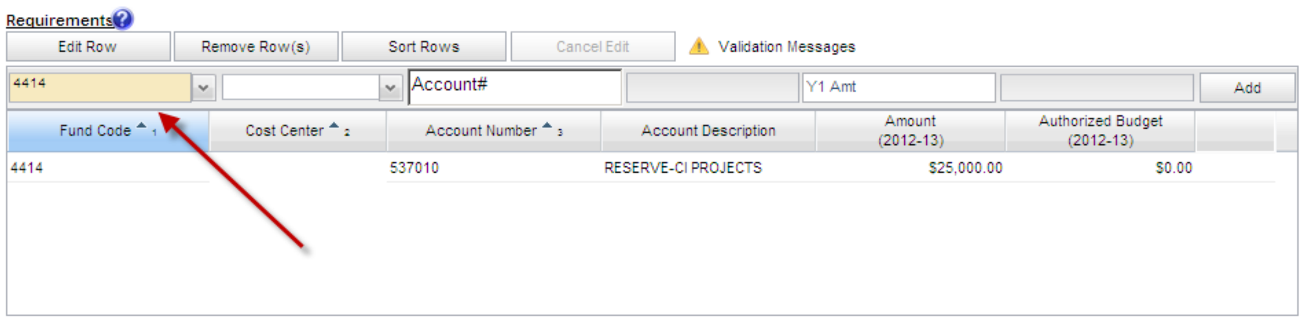
The next field in the Add/Edit Row area is the Year 1 amount field (Y1 Amt). Year 1 and Year 2 amount fields.

Enter an amount in the field as appropriate. The value will reformat to dollars when you click Add to finish the row entry. Be aware that amounts may be entered as either positive or negative amounts.

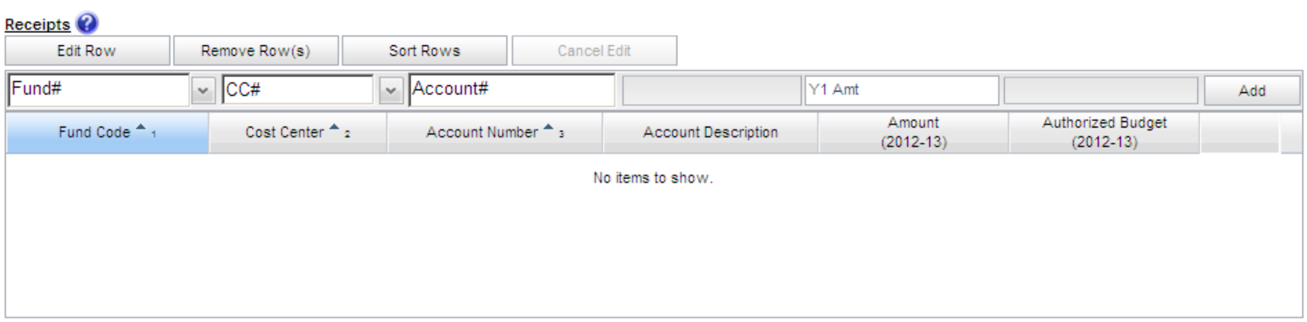
Once amounts are entered, the current authorized budget will be displayed for the fund, cost center, and account combination as highlighted below.

When all data has been entered for a row, click on the Add button. The row will move down to the grid below, and the majority of the Add/Edit row will clear.

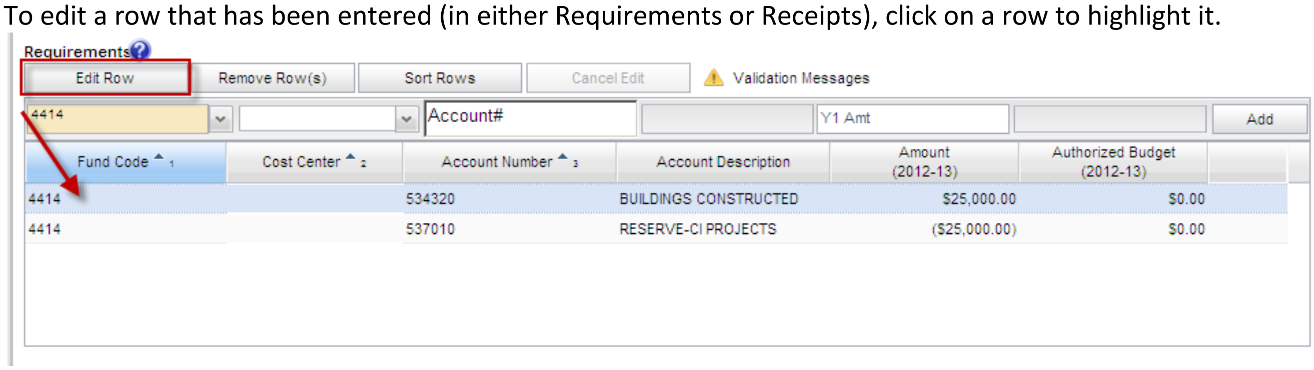
Add as many rows of requirements as appropriate to complete the budget revision form. Once the first row is added, the fund code and cost center codes will pre-populate with the choices made when entering that first row to help quicken the entry of subsequent rows. If these values are not appropriate for subsequent row(s), they can be overwritten.



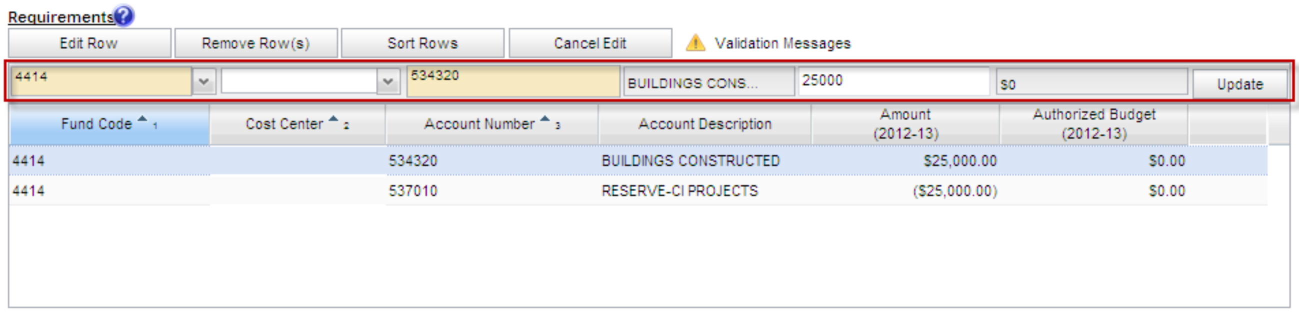
The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here.



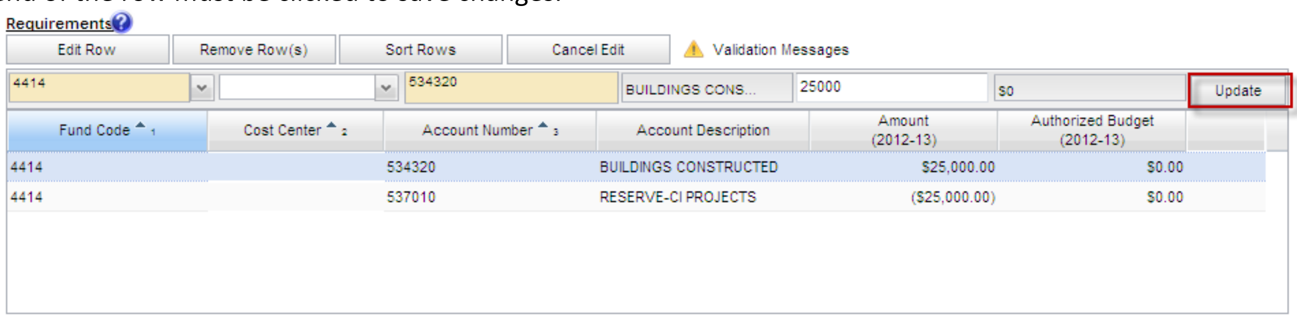
To edit a row that has been entered (in either Requirements or Receipts), click on a row to highlight it.



Click on the Edit Row button and the data in the selected row will populate the Edit/Add row line at the top of the grid.

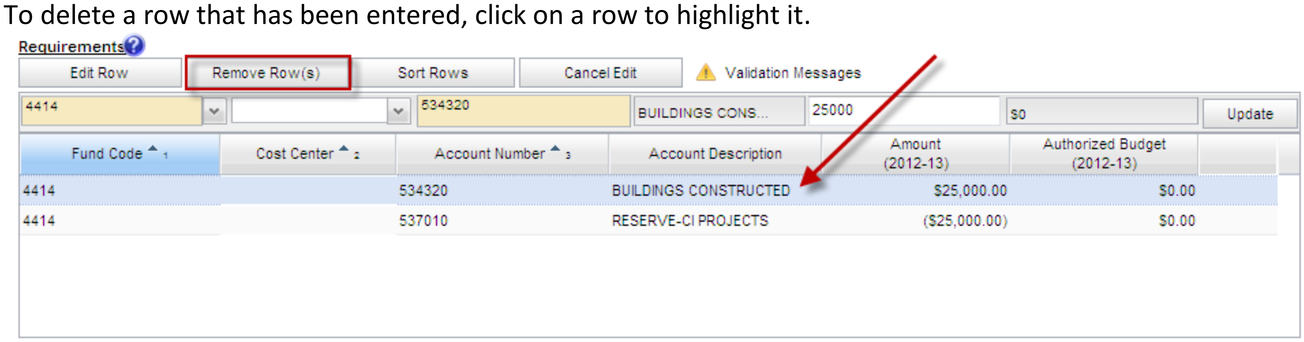


When a row has been selected for edit, the previously entered data may be changed. The Update button as the end of the row must be clicked to save changes.

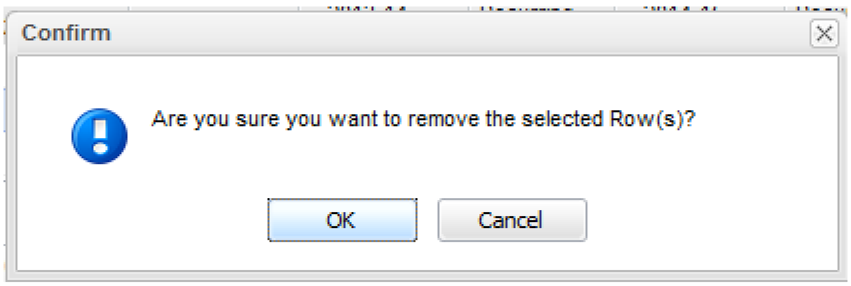


Once Update has been clicked, the add/update row will clear (except for the fund code and cost center fields) and the updated data will show in the grid below the data entry row.

To delete a row that has been entered, click on a row to highlight it.

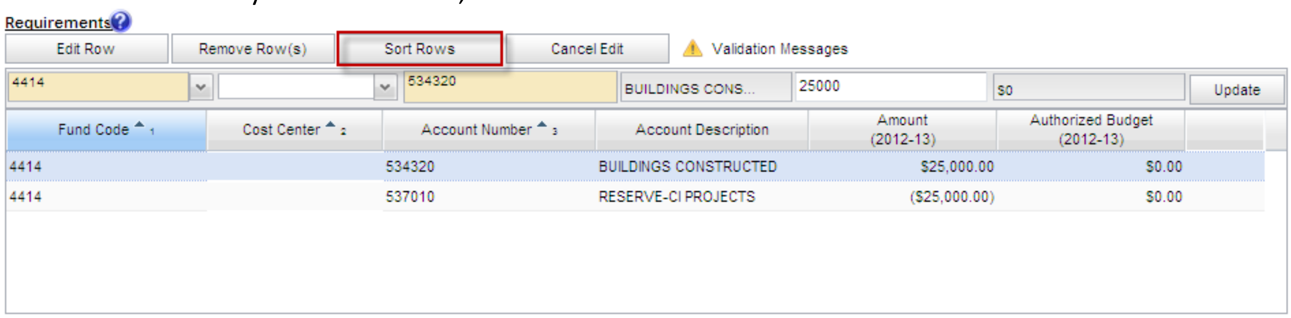


Click on the Remove Row(s) button and a confirm deletion message box will appear.



To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.

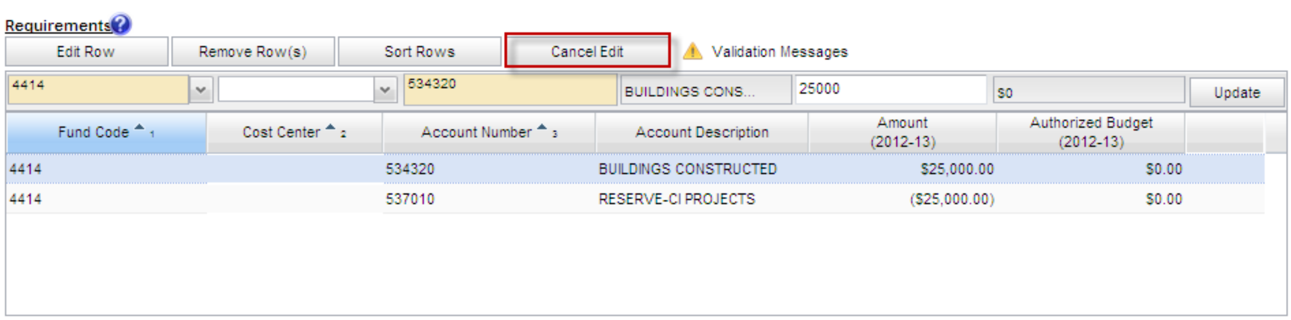
To Sort the rows that you have entered, click the Sort Rows button.



The rows will sort in Fund Code, Cost Center, Account Number order, ascending. Click a second time and they will resort in descending order.

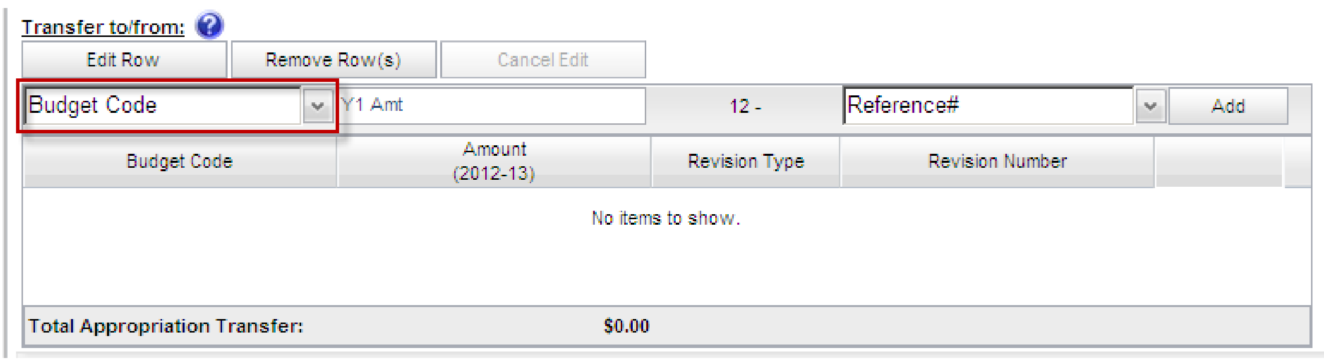
Note: There is also a built-in sort for Fund Code, Cost Center, Account Number, Account Description, Position Number, and Classification that will sort ascending or descending when the column header is clicked.

If a row has been selected for edit by highlighting and clicking the Edit Row but then no edit is necessary, click the Cancel Edit to clear the Add/Edit row and to return the selected row to the grid without changes.

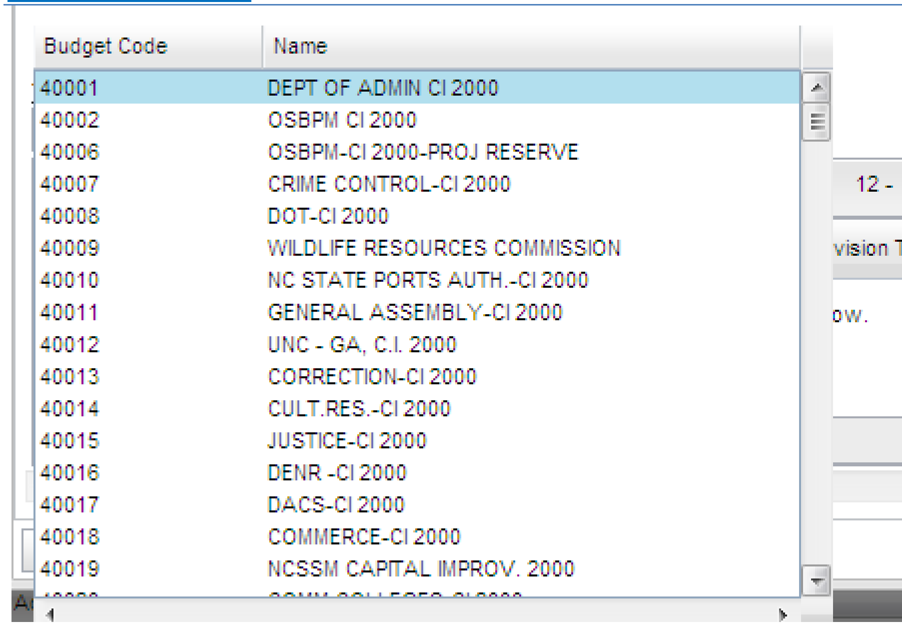


When Requirements and/or Receipts entries are entered into the budget revision form, the data populates the Summary table at the bottom of the Budget Detail tab. The Summary table will add all Requirements and Receipts entered in this form and calculate the Appropriation amount.

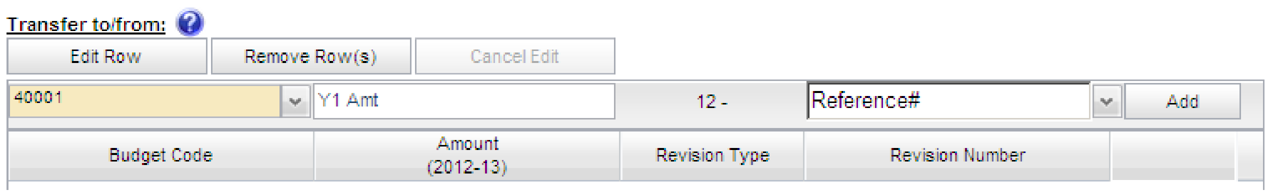
The transfer to/from section of a budget revision is required for any revision that increases or decreases appropriation. If appropriate for a budget revision, click the dropdown arrow for the budget code field under the Transfer to/from section.



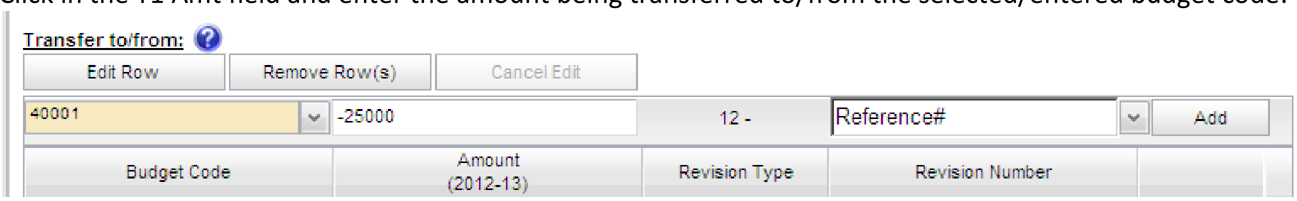
Enter at least the first two digits of a budget code and a list of all budget codes that begin with those digits will appear. The budget code can also be typed in manually.



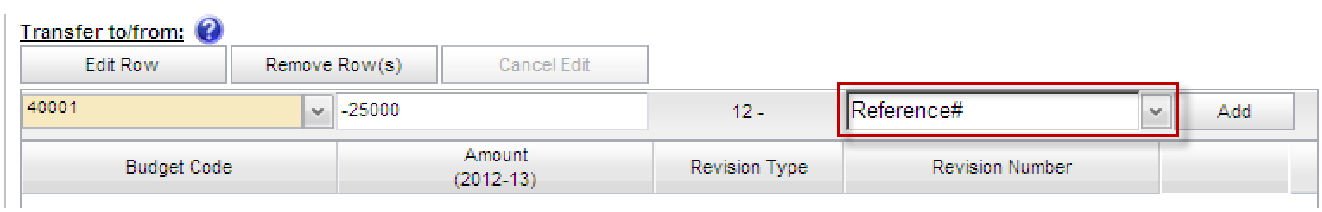
Select the appropriate budget from the list. Alternatively, a budget code can be manually entered in the field.



Click in the Y1 Amt field and enter the amount being transferred to/from the selected/entered budget code.

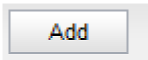


Click on the dropdown arrow next to the Reference# field. You will see a list of current month budget revisions that are the same type as the budget revision form you are completing. The Transfer to/from is restricted to current month revisions and by type. An entry should be made for transfers involving statewide reserve budget codes (19xxx) but no revision number needs to be selected.



Select a revision from the list.

When you have completed the new row, click on the Add button. The row will move down to the grid below.



Add additional rows to the table if appropriation is being transferred from multiple budget codes and through multiple revisions.

The Edit Row, Remove Row(s), and Cancel Edit features work the same as the Requirement/Receipts table and will not be explained here. For assistance, refer to those functions described in previous sections of this document.

At the bottom of the form there are form action buttons that are available while working on every tab in the form. The buttons are Export PDF, Save Draft, Save & Close, Ready to Submit and Delete Request. Usage of these buttons is standard within the IBIS application and their functionality is covered in the “Standard Form buttons” training document found on the IBIS website.